

EXHIBITOR INFORMATION MANUAL

LMCT+ PRESENTS Meguiar's **MOTOREX 23**



EXHIBITOR INFORMATION MANUAL MOTOREX 23

MELBOURNE SHOW GROUNDS
May 3rd & 4th 2025





KEY CONTACTS

Commercial Sales	Matt Rice	M: 0404 672 196 E: matt@mediascrum.com.au
Select Exhibitions - Stand Builder	Select Exhibitions	PH: 1300 397 634 E: info@selectexhibitions.com.au
Encore - Production Services	Chad Garcia	M: 0466 785 688 E: Chad.Garcia@encore-anzpac.com
Garnet Electrical Services	Lincoln Wade	M: 0433 150 049 E: lincoln@garnetelectrical.com.au
Melbourne Showgrounds	Renata Krupinska	M: 0403 653 025 E: renata@melbourneshowgrounds.com



EVENT INFORMATION

Event Location

Meguiar's MotorEx Presented by LMCT+ will be held at:
[Melbourne Showgrounds](#), Epsom Road, Ascot Vale, VIC, 3032.

Note that Melbourne Showgrounds is a non-smoking and cashless venue.

Get directions [HERE](#)

Key Dates & Times

Date	Activity	Times
Friday 2nd May 2025	Bump In	9.00am - 6.00pm
Saturday 3rd May 2025	*Event Day - Trading	11.00am - 5.00pm
Sunday 4th May 2025	*Event Day - Trading	11.00am - 4.00pm
Sunday 4th May 2025	Bump Out	4.30pm - 7.00pm
Monday 5th May 2025	Bump Out	7.00am - 12.00pm

*All Exhibitor stands must be open, operational, and staffed during these hours.

Event Program & Map

The event program is available on the MotorEx Website [HERE](#)

The map is also available [HERE](#)



EXHIBITOR INFORMATION

Accreditation

Exhibitors will receive an allocated number of accreditation wristbands, which must be worn to gain access into the venue during event days only.

Accreditation must be collected from the MotorEx Event Office, located in the Royal Block at Melbourne Showgrounds.

All passes must be collected on Friday 2nd May between 9:00am-5:00pm.

**If you cannot collect within this time frame, please contact the commercial sales manager*

Parking

Gate 5 – Exhibitor Parking

for a daily fee of \$25 payable on entry.

Access via Langs Road.

Flemington Racecourse – Spectator and Exhibitor Parking

for a daily fee of \$25 payable on entry. Access via Flemington Drive off Epsom Road.

Entrant Goodie Bag Inclusion

MotorEx offers all exhibitors the opportunity to provide an item (quantity required is 250) for inclusion in the official 'Entrant Goodie Bag'. This bag will be given to indoor display entrants and must be an item of value or special offer. Inclusions are not to be a promotional leaflet. Please refer to the link for sustainable product tips.

[CITY OF MELBOURNE - SUSTAINABLE EVENTS GUIDE](#)

If you wish to participate in this opportunity, please contact the MotorEx Commercial Manager.



BUMP IN - Friday May 2nd, 2025

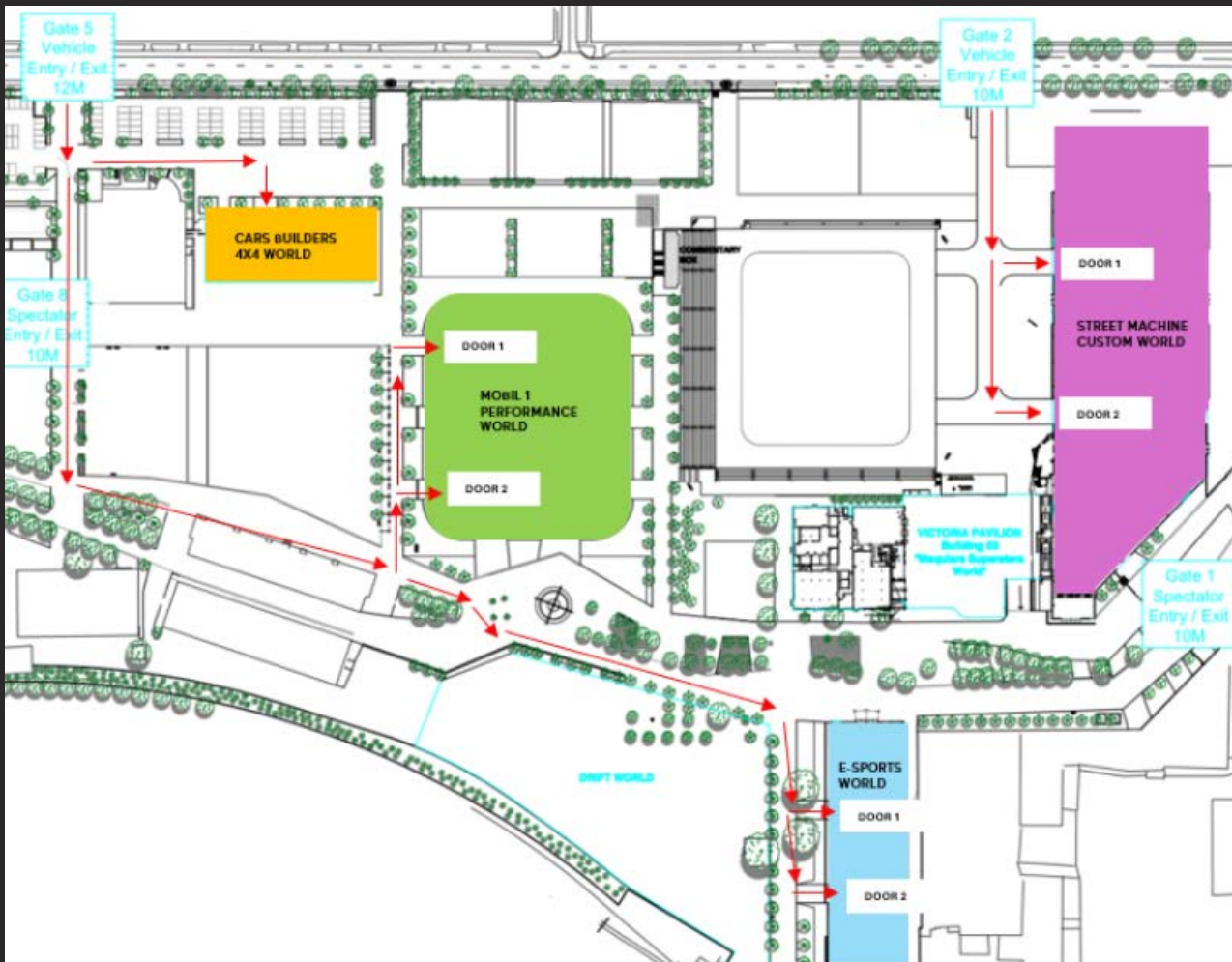
Bump in will occur on Friday 2nd May 2025 from 9am to 6pm.

After unloading, trailers are to be moved to the trailer parking area. No vehicles or trailers are to be parked inside the Pavilions. The Showgrounds Cafe will be open from 10am to 3pm for food and beverages. Bump in activities must be completed and cease by 18:00.

You will be provided with a bump in start time and access gate/door, prior **COB Friday 18 April 2025**.

These will vary pending the location of your stand.

Refer to the below bump in map for access directions.





BUMP OUT - Sunday May 4th, 2025

Bump out will commence at 4:30pm on Sunday 4th May, 30 minutes after the event concludes and only once the site is clear of all spectators.

Vehicles and personnel without event accreditation will be granted access to the site after 4:30pm. Access and egress gates for bump out remain as per your bump in gate.

Drivable vehicles will egress the Pavilions as a priority from 4:30pm. During this time Exhibitors are expected to pack up stands in preparation for bump out.

From 5:00pm onwards vehicles are permitted to access the Pavilions for bump out.

Bump out is expected to be a busy period and Exhibitors are reminded to operate with best practice and comply with all event regulations, following instruction from MotorEx event staff.

Bump out activities must be completed and cease by 1900.



BUMP IN + BUMP OUT PROCEDURES

Forklift Service

A forklift service is available to Exhibitors during bump in and out. Please request on venue via the MotorEx team. Forklift services will include a licensed operator and a machine in working order (3T LPG forklift with non-marking tyres).

Static Display Vehicles

A 'Static Display Vehicle' is a vehicle parked on an exhibitors stand for display purposes only and is not to be moved throughout the event (in place by 5:00pm Friday 2nd May until bump out commences at 4:30pm Sunday 4th May).

Static Display Vehicles are not to leak oil, water, or petrol. Furthermore, all vehicles must always use drip trays. Any leakage is expected to be absorbed. The use of tire shine should be limited and considerate due to the nature of the buildings. Public access should be restricted, fuel tanks sealed, and ignition keys removed from the vehicle. A spotter wearing a hi-vis vest **MUST** be used to assist the safe movement of the vehicle.

Site Rules

No accreditation required during bump in/out. The site speed limit is 10km/h. Children under 15 years of age are not permitted access on the venue. Everyone must wear hi-vis vests and closed toe shoes (vests can be purchased from the MotorEx event office). Pre-approval is required to bring your own forklift etc. to the venue. Entrances, aisles, and emergency exits should always be kept clear. Vehicles must follow instructions given by MotorEx staff. Electrical equipment should be tested and tagged prior to arrival and installed as per best practice. A spotter wearing a hi-vis vest must be used to assist safe movement of vehicles.



EXHIBITOR STANDS

Exhibitor stands will be built prior to bump in operations as per your commercial arrangement. Stands should not exceed the purchased size. All equipment, staff, infrastructure, etc. must be maintained inside the marked footprint. All aisles and emergency exits must be kept clear.

For space only stands and approved tailored builds, exhibitors are asked to provide install plans and structural drawings to the MotorEx team by **5pm on Friday April 4th, 2025** for approval. All builds and temporary structures at the event must comply with building code and event regulations.

Electrical test and tag Services are available on Friday May 2nd, exhibitors will need to request the service **PRIOR** to commencing bump in.

Select Exhibitions

Select Exhibitions is proud to be the preferred supplier for this year's Meguiar's MotorEx. The team offer a comprehensive range of exhibition solutions to help you create a standout presence at the event. Services include a wide selection of expo furniture, custom cabinetry, and glass display cases, as well as display accessories such as bollards and ropes. Custom builds and stand upgrades are also available to ensure your display captures attention.

With expertise in car floors and truss features, the team can help make your showcase truly pop. In-house signage and fabrication facilities allow the team to provide tailored solutions that align with your budget and brand guidelines. Whether you need a simple display or a fully customised exhibition stand. Please contact Select Exhibitions for more information.



INSURANCE & DANGEROUS SUBSTANCES

Public Liability Insurance

MotorEx and Melbourne Showgrounds will not cover the legal liability of any exhibitor and shall not be liable, nor deemed to be liable for any loss, damage, theft, or injury sustained by an exhibitor, or any associated employee/contractor.

As an exhibitor at MotorEx, it is a condition that you must have and maintain both Public Liability Insurances as aforesaid to an amount of not less than \$10m, and Worker's compensation in respect of all persons employed or sub-contracted.

Please provide your current Public Liability Insurance Certificate of Currency with listed interested parties as per the below, inclusive of the period **May 2nd to 5th, 2025.**

- Out There Productions Major Events Pty Ltd T/as MotorEx
- The Royal Agricultural Society of Victoria Ltd
- PPP Solutions Nominees Pty Ltd
- Showgrounds Nominees Pty Ltd

Dangerous Substances & Material Safety Data Sheets (MSDS)

Exhibitors intending on displaying, selling, or using dangerous substances at MotorEx, must register these items and provide the MSDS for each substance. Such goods include fuel, LP Gas, paint, tyre shine, oil, etc. Please register your dangerous substances via the link provided. Refer to the following website for more information [WORKSAFE VIC - DANERGOUS GOODS](#)

Please submit insurance and dangerous goods documents on the link below by 5pm on Friday April 11th, 2025

[CLICK HERE TO UPLOAD DOCUMENTS](#)



SITE INDUCTION - MELBOURNE SHOWGROUNDS

MotorEx and the Melbourne Showgrounds are committed to providing a safe work environment for all employees, contractors, and service providers. Exhibitors are reminded of their obligations under the Workplace Health and Safety Act to ensure the safety of all persons.

All employees, staff and hired contractors that are working at the Melbourne Showgrounds, must complete a site induction before arriving. Site induction guides are provided as additional resources for your use and distribution.

New Company Registration:

If your organisation has never completed the Melbourne Showgrounds site induction, please use this link to our contractor management system for your staff and contractors to complete their site inductions [HERE](#)

Existing Company Registrations:

If your organisation has previously completed the Melbourne Showgrounds site induction, you will not need to complete a new registration.

Login here: [WHS Monitor](#)

If you have any questions or have forgotten your login details, please contact OH&S directly at riskandsafety@melbourneroyal.com.au for support.



WORKPLACE HEALTH & SAFETY

Employer Responsibility

Exhibitors are required to follow the below guidelines in consideration of workplace health and safety.

- A safe environment for staff and visitors, so far as reasonably practicable
- The safe use, handling, storage or transport of equipment and substances
- Provision of sufficient information, training, supervision, and certification
- Reporting any hazards or incidents to the MotorEx Commercial Manager

Emergency Evacuation

In the event of an emergency and or evacuation, ALL event patrons will follow direction from the Melbourne Royal Chief Warden and emergency services.

MotorEx and Melbourne Showgrounds accepts no responsibility for loss claims, financial, or otherwise following an event marred by an emergency evacuation.

First Aid

First Aid services are available on Event days. During bump in and out, a limited first aid service is also available. In the event of a medical incident please contact the nearest MotorEx staff member who will report the incident to medical and event management personnel. In the case of an emergency, please dial 000.



WORKPLACE HEALTH & SAFETY

Prohibited Items

Prohibited items as listed below are not permitted on site. Vehicle inspections will occur at all entry gates.

Alcohol, Animals, Illicit Substances, Glass bottles, Canisters of nitrous oxide or CO₂, Drones, Fireworks, motorized scooters, skateboards, or the use of spray paint to mark out locations within the venue.

Cleaning & Waste

Exhibitors are responsible for the removal of their own rubbish and waste materials. Recycling and general waste bins will be provided. Cleaning of exhibitor stands is also the responsibility of exhibitors. Event cleaners are not responsible to fulfil this task. Liquid waste must be disposed of correctly.

Security

MotorEx will provide security personnel to oversee asset protection. Exhibitors can assist to minimise risk by following these guidelines:

- **DON'T** leave valuable items unattended, leave your stand unprotected while open, or leave valuables in your car while parked in the car park.
- **DO** challenge suspicious behaviour and report it to security, ensure adequate insurances, and report damages/theft to security.



PRE-EVENT DELIVERY INFORMATION

If you have items that need to be delivered prior to the event, please organise delivery to the Melbourne Show as per the instructions provided below:

- All deliveries must use the delivery label available for download [HERE](#).
- We can only accept and store deliveries from Mon 28th April to Fri 2nd May 2025.
- All pallets and or boxes will be delivered to your stand on Friday the 2nd of May.
- Pallets and or boxes must be packed ready for return shipping and left on your stand on Sunday evening.
- All return deliveries must be collected by 11am on Monday the 5th of May, no exceptions.
- Pallets/cases/boxes will be stored during event and brought to your stand after the gates have closed on Sunday.

IMPORTANT NOTE:

NO deliveries will be accepted prior to Monday, April 28th, 2025.

[CLICK HERE TO DOWNLOAD PRE-DELIVERY LABEL](#)



ADDITIONAL RESOURCES & INFORMATION

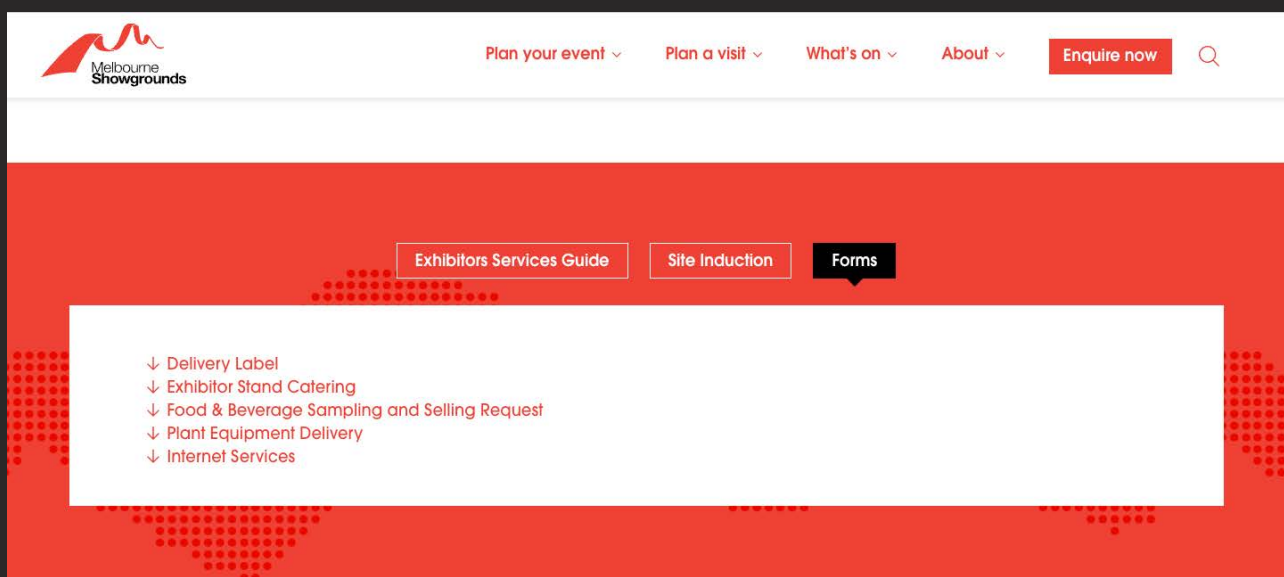
Refer to Melbourne Showgrounds for further exhibitor resources and information such as:

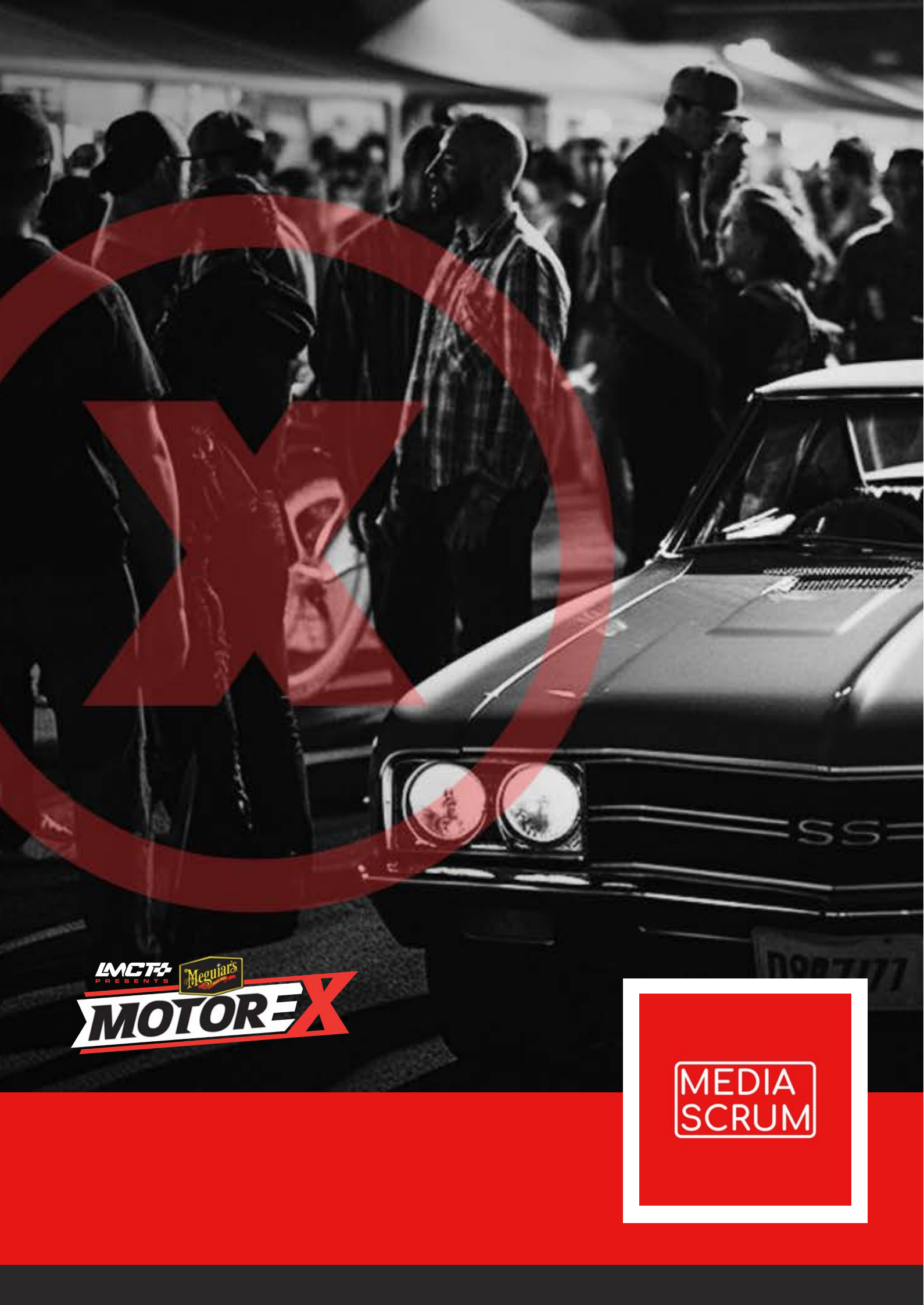
- Safety induction guides.
- Catering menu if you wish to order food to your stand.
- Required forms if you intend to sell or sample food and/or beverages.
- Technology services if you wish to order any additional services.

[CLICK HERE TO ACCESS EXIHBITOR RESOURCES](#)

The link above will take you to the Resources for Exhibitors landing page on the Melbourne Show Grounds website.

To download the forms you require, simply scroll down and select the 'Forms' drop down as highlighted below.





LMCT+
PRESENTS



MOTOREX

MEDIA
SCRUM